

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title

Recreation Activities Coordinator

General Statement of Duties

Develops, coordinates, implements, supervises, and participates in targeted recreational programs and activities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to develop, coordinate, implement, supervise, and participate in targeted recreational programs and activities. The work is performed under the supervision and direction of higher level staff as assigned, but significant leeway is granted for the exercise of independent judgement and initiative. Technical and functional supervision is exercised over assigned staff. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a recreational facility.

Examples of Essential Work (Illustrative Only)

- Develops, coordinates, implements, supervises, and participates in targeted recreational programs and activities;
- Makes recommendations regarding prospective programs and/or changes to existing programs;
- Promotes and presents information concerning targeted recreational programs to the general public, the media, and other applicable organizations; distributes information to potential and actual program participants;
- Assists in staff selection;
- Supervises and schedules staff, and provides for staff development and training;
- Leads and/or insures appropriate leadership of participants in targeted recreational programs and activities;
- Collects and remits program fees;
- Coordinates and participates in the setup and removal of equipment and furniture utilized in programs and activities;
- Provides input on supplies needed, and purchases supplies within established guidelines;
- Completes and maintains various records relating to the operation of recreational facility(ies);

- Insures that maintenance and/or safety issues are promptly resolved, and performs light maintenance as necessary;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Some knowledge of operations, programs, and activities related to a recreational facility;
- Some knowledge of elements of effective interpersonal interactions with a wide range of targeted program participants;
- Some knowledge of supplies and equipment used in recreational programs, and their safe use;
- Some knowledge of basic supervision and training;
- Some knowledge of basic recordkeeping;
- Some knowledge of basic safety policies, procedures, and techniques;
- Ability to meet the physical demands inherent in program activities;
- Ability to interact effectively with subordinates, program/activity participants, and the general public;
- Ability to develop and conduct interesting and effective targeted recreational programs and activities;
- Ability to learn department policies and procedures concerning safety, accident reporting, handling inappropriate behavior, etc.;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or equivalent;
- One year of experience working in targeted recreation programs and activities, with some supervisory responsibility.

Required Special Qualifications
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- May require a valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general recreational environment.